

# REGULATIONS RELATING TO CRIME PREVENTION SPECIALISTS

**CRIMINAL JUSTICE SERVICES BOARD  
DEPARTMENT OF CRIMINAL JUSTICE SERVICES**

COMMONWEALTH OF VIRGINIA

## **PART I**

### **DEFINITIONS**

Pursuant to the provisions of § 9-173.19 and § 9-173. 20 of the Code of Virginia, the Criminal Justice Services Board hereby establishes the following Rules Relating to the Certification of Crime Prevention Specialists.

#### § 1. Definitions

The following words and terms , when used in these regulations, shall have the following meaning, unless the context clearly indicates otherwise.

"Agency administrator" means any chief of police, sheriff, or any agency head of a local or state law enforcement agency, local or state criminal justice agency, or qualifying local or state not-for-profit organization.

"Crime prevention services" means providing for the anticipation, recognition, and appraisal of a crime risk and the initiation of an activity to remove or reduce the opportunity for crime.

"Department" means the Department of Criminal Justice Services.

"Employee" means any sworn or civilian individual, including auxiliaries and approved volunteers, employed by a local or state law enforcement agency, local or state criminal justice agency, or qualifying local or state not-for-profit organization.

"General Law Enforcement Instructor" means an individual who has complied with all of the applicable standards for certification or recertification, whichever applies, contained in VR 240-01-12 (§ 1), and is eligible to instruct, teach or lecture approved or mandated training.

"Law enforcement agency" means any government agency or identifiable subunit which has as its principal duty or duties the prevention, detection, and investigation of crime; the apprehension, detection, and prosecution of alleged offenders.

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“Criminal justice agency” means

“Not-for-profit organization” means

## **PART II DUTIES**

### **§ 2. Duties of a crime prevention specialist**

The duties of a crime prevention specialist are:

1. To provide citizens within his/her jurisdiction information concerning personal safety and the security of property, and other matters relating to the reduction of criminal opportunity.
2. To provide business establishments within his/her jurisdiction information concerning business and employee security, and other matters relating to the reduction of criminal activity.
3. To provide citizens and businesses within his/her jurisdiction assistance in forming and maintaining neighborhood and business watch groups and other community based crime prevention programs.
4. To provide assistance to other units of government within his/her jurisdiction in developing plans and procedures related to the reduction of criminal activity within government and the community.

5. To promote the reduction and prevention of crime within his/her jurisdiction and the Commonwealth.

## **PART III ELIGIBILITY**

### **§ 3. Eligibility**

- A. Any employee, approved volunteer, auxillary officer or deputy of a local or state law enforcement agency, local or state criminal justice agency, or qualifying local or state not-for-profit organization is eligible to be trained and certified as a crime prevention specialist.
- B. The agency/organization administrator of any local or state law enforcement agency, local or state criminal justice agency, or qualifying local or state not-for profit organization may designate one or more employees in his department, organization, or office to be trained and certified as a crime prevention specialist. Applicants for recertification shall be recommended by agency/organization administrator or his designee. Application shall be made on the Crime Prevention Specialist Certification Application - Form A.
- C. These regulations do not limit or prohibit the chief executive of any local or state law-enforcement agency, local or state criminal justice agency, or qualifying local or state not-for-profit organization from assigning personnel to crime prevention tasks who are not certified as crime prevention specialists.

## **PART IV CERTIFICATION REQUIREMENTS**

### **§ 4. Crime prevention specialist certification requirements**

- A. The following requirements must be met to be certified as a crime prevention specialist. The applicant shall have:
  - 1. Been certified as a general law-enforcement instructor within the past five years, or successfully completed a comparable instructor development course approved by the department.
  - 2. Received 40 hours of approved introductory crime prevention training. Completion of the following compulsory minimum training topics is required for designation as a crime prevention specialist.

- a. Theory and Practice of Crime Prevention
- b. Neighborhood Watch
- c. Home and Business Security
- d. Security Liability
- e. Security Hardware (locks, lighting, and alarms)
- f. Personal Safety
- g. Crime Analysis

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3. Received 80 hours of additional crime prevention training within the past five years of the date of application. This additional training must address at least two of any of the following topics.
  - a. Crime Prevention Through Environmental Design
  - b. Community Crime Prevention Planning
  - c. Advanced Data Collection and Analysis
  - d. School Safety and Security
  - e. Security Lighting
  - f. Computer Security
  - g. Managing Volunteers
  - h. Grant and Proposal Writing
  - i. Legislation, Ordinance and Regulation Development
  - j. Prevention of Youth Violence
  - k. Prevention of Family Violence
  - l. Drug Abuse Prevention
  - m. Public Speaking
  - n. Media Relations
  - o. Other topics approved by the department
4. At least three years experience in a criminal justice agency.

5. At least one year experience, within the past five years of the date of application, in providing crime prevention services. Such experience shall have included:
  - a. Developing and maintaining Neighborhood or Business Watch groups.
  - b. Conducting security assessments of homes and businesses.
  - c. Making public presentations on home or business security and personal safety.
  - d. Distributing crime prevention information to the public.
  - e. Other experience approved by the department.

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B. The department retains the right to waive all or part of the of the prescribed training requirements when relevant crime prevention certifications awarded by recognized criminal justice or security organizations or by other state criminal justice agencies are provided.

Crime prevention specialist certifications awarded by organizations or other states will be reviewed on a case-by-case basis.

## **PART V**

### **RECERTIFICATION**

#### **§ 5. Recertification**

- A. Recertification is required every three years.
- B. Applicants for recertification shall be recommended by the agency administrator or his designee. Application shall be made on the Crime Prevention Specialist Recertification Application - Form B.

C. Applicants for recertification must complete forty 40 hours of additional crime prevention training since initial designation as a crime prevention specialist. This additional training must address at least one of the following topics.

1. Crime Prevention Through Environmental Design
2. Community Crime Prevention Planning
3. Advanced Data Collection and Analysis
4. School Safety and Security
5. Security Lighting

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6. Computer Security
7. Managing Volunteers
8. Grant and Proposal Writing
9. Legislation, Ordinance and Regulation Development
10. Prevention of Youth Violence
11. Prevention of Family Violence
12. Drug Abuse Prevention
13. Public Speaking
14. Media Relations
15. Other topics approved by the Department

D. Individuals whose certification expires shall comply with the requirements set forth in § 4 and meet any certification requirements in effect at that time.

E. The department retains the right to grant an extension of the recertification time limit and requirements under the following conditions:

1. Illness and/or injury
  2. Military service
  3. Special duty required and performed in the public interest
  4. Leave without pay or suspension pending investigation or adjudication of a crime
  5. Any other reason documented by the agency administrator
- F. Requests for extensions of the time limit must be requested prior to certification expiration.

**FORM A**  
**CRIME PREVENTION SPECIALIST**  
**CERTIFICATION APPLICATION**

Department of Criminal Justice Services

Applicant's Name: \_\_\_\_\_

Employing \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

A. Have you been certified by DCJS as a General Law Enforcement Instructor within the past five (5) years?

YES \_\_\_\_ NO \_\_\_\_

If you answered "NO" to question A, have you completed a comparable instructor development course?

YES \_\_\_\_ NO \_\_\_\_ If YES, list type of course, dates of attendance, and who provided training.

\_\_\_\_\_  
\_\_\_\_\_



B. Have you completed forty (40) hours of introductory crime prevention training?

YES \_\_\_\_ NO \_\_\_\_ If YES, when and where did you complete your training:

\_\_\_\_\_

Training provided by: \_\_\_\_\_

C. Have you received eighty (80) hours of additional crime prevention training in the past five (5) years?

YES \_\_\_\_ NO \_\_\_\_ If YES, please provide the following information:

Dates	Hours	Training provided by
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Do you have at least three years (3) of experience working in a criminal justice agency?

YES \_\_\_\_ NO \_\_\_\_ If YES, please list experience:

Dates	Agency
_____	_____
_____	_____
_____	_____

E. Do you have at least one (1) year of experience, within the past five (5) years, in providing crime prevention services?

YES \_\_\_\_ NO \_\_\_\_

F. Do you possess a crime prevention related designation from a nationally recognized organization or from another state?

YES \_\_\_\_ NO \_\_\_\_ If YES, please provide the following:

Designation name: \_\_\_\_\_

Designating organization or state: \_\_\_\_\_

Date issued: \_\_\_\_\_

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**PLEASE ATTACH DOCUMENTATION FOR ALL COMPLETED TRAINING  
TO THIS APPLICATION AND RETURN TO:**

**Virginia Crime Prevention Center  
Department of Criminal Justice Services  
805 East Broad Street,n 10th Floor  
Richmond, VA 23219**

(804) 371-0635

**FORM B**  
**CRIME PREVENTION SPECIALIST**  
**RECERTIFICATION APPLICATION**

Department of Criminal Justice Services

Applicant's Name: \_\_\_\_\_

Employing \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Recommended by: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Employer at time of initial certification: \_\_\_\_\_

Date of initial certification: \_\_\_\_\_

A. Have you received forty (40) hours of additional crime prevention training since initial certification as a Crime Prevention Specialist or within the past three (3) years?

YES \_\_\_\_ NO \_\_\_\_ If YES, please provide the following information:

Dates	Hours	Training provided by
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Are you requesting an extension of the time limit before the Crime Prevention Specialist certification expires?

YES \_\_\_\_ NO \_\_\_\_ If YES, please justify the extension request.

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\_\_\_\_\_  
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